

NEIL ABERCROMBIE
GOVERNOR



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STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

P.O. BOX 119, HONOLULU, HAWAII 96810-0119

OCT 14 2011

COMPTROLLER'S MEMORANDUM NO. 2011-26

TO: Heads of Departments
ATTN: Payroll Offices
SUBJECT: Payroll Considerations at End of Calendar Year 2011

To ensure prompt and proper reporting of wages and to minimize the issuance of amended wage and tax statements for calendar year 2011, departmental payroll staffs are required to clear all pending payroll adjustments as soon as possible.

Payroll checks to be cancelled, overpayment reimbursements, and workers compensation adjustments should be submitted to DAGS' Central Payroll immediately by the employing departments and agencies. Departments with decentralized payroll activities should remind their units to route all cancellations and reimbursements to the appropriate central offices without delay.

Check cancellations, overpayment reimbursements, and workers' compensation adjustments received at DAGS' Central Payroll by 8:00 a.m. on Tuesday, December 27, 2011, will be reflected in the wage and tax statements for calendar year 2011. The statements will be released to employees on January 31, 2012.

Payroll adjustments received after the above deadline will require corrected wage and tax statements that will be released after the adjustments have been made in the payroll system and the necessary work involved in preparing corrected wage and tax statements has been completed. Payroll adjustments for cash recovery of overpayments, which are received by DAGS' Central Payroll after the deadline, must include State and Federal income taxes.

Your cooperation in keeping the issuance of corrected statements to a minimum will improve State efficiency.


BRUCE A. COPPA
State Comptroller